

### When to Use What

Simple Present Tense	1 to express a habitual action 2 to express truth 3 In exclamatory sentences beginning with 'here' and 'there' to express what is actually taking place in the present	He <i>takes</i> milk every morning The sun <i>rises</i> in the east Here comes the bus !
Present Perfect Tense	1 to indicate completed activities in the immediate past 2 to express past actions whose time is not given and not definite 3 to describe past events when we think more of their effect in the present than of the action itself 4 to denote an action beginning at sometime in the past and continuing up to the present moment	It has just struck ten I have never known him to be angry I have finished my work (= now I am free) We have lived here for ten years
Present perfect continuous tense	1 to denote an action which began at sometime in the past and is still continuing, <b>the continuity is emphasized</b>	He has been sleeping for five hours (and is still sleeping)
Past Continuous Tense	1 to describe an action going on at some time in the past 2 when used with 'always', 'continually' etc for persistent habits in the past	We were listening to the radio all evening He was always grumbling
Past perfect Tense	1 to describe an action completed before a certain moment in the past 2 to show which action (if two actions happened in past) happened earlier	I met him in Delhi in 1970, I had seen him last five years before I had written the letter before he arrived
Past perfect Continuous Tense	1 to denote action that began before a certain point in the past and continued up to that time	At that time he had been writing a novel for two months
Simple Future Tense	1 to denote an action that has still to take place	I shall be reading the paper then
Future Continuous Tense	1 to represent an action as going on at some time in future time 2 to represent future events that are planned	I will be staying here till Sunday He will be meeting us next week
Future perfect tense	1 to indicate the completion of an action by a certain future time	Hi shall have written my exercise by that time
Future Perfect Continuous Tense	1 to indicate an action represented as being in progress over a period of time that will end in future	By next July we shall have been living here for four years